

Carramore Enrolment Policy

Enrolment Policy

Parents seeking to enrol their child in Carramore NS are requested to return a completed Enrolment Application Form with an original Birth / Baptismal Certificate to the school by June 1st. each year.

The names of children for whom Enrolment Application forms and Birth/ Baptismal Certificates have been returned will be placed on a class waiting list.

Equality of access is the key value that determines the enrolment of children to our school. No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accents, gender, traveller status, asylum-seeker/refugee status, religious/ political beliefs and values, family or social circumstances.

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management is also responsible to respect the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all children. Assisting the school in such circumstances, the BoM reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- size of / available space in classrooms
- educational needs of children of a particular age
- multi-grade classes
- presence of children with special educational/ behavioural needs
- DES maximum class average directives.

In the event of the number of children seeking enrolment in any given class/ standard exceeding the number of places available preceding or during the school year, the following criteria will be used to prioritise children for enrolment:

- Brothers & sisters of children already enrolled - priority to oldest
- Children living within the parish - priority to oldest
- Children of current school staff - priority to oldest
- Children whose home address is closest to the school (as measured by a straight line on an Ordnance Survey map) if the child is normally resident outside the parish/ agreed catchment area

In the event of being unable to enrol a child(ren) in a given class at the beginning of a year, such children will receive priority for the subsequent school year over other children on the class waiting list.

There is a Registration Week in June of each year.

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Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, as well as our own school's enrolment policy and local agreements with other schools.

There is an Annual Open Day/ evening for prospective parents held in June.

New Junior Infants spend one/ two informal periods in school at the end of June to familiarise themselves with their new environment.

Children with special needs will be resourced in accordance with the level of resources provided by the Department to the Board of Management.

Children enrolled in our school are required to co-operate with and support the School/ Board of Management's Code of Behaviour as well as all other policies on curriculum, organisation, and management. The BoM places Parents/ Guardians responsible for ensuring that their child(ren) co-operate with said policies in an age-appropriate way in accordance with the Department of Education's Rules for National Schools.